

Notification of Intent (NOI) for New Programs

The CTE Division has developed a Notification of Intent form for you to notify the CTE division when you intend to implement a new Career and Technical Education program for the upcoming school year. This form allows CTE to provide technical assistance in implementing a quality program, assign a Start Date and add the new program to the school's Program Profile Table. A **NEW CTE program is defined as any Level III program CIP code at any site not reporting enrollment and performance measures data under that CIP code during the previous year.**

Instructions for completing the Notification of Intent Form* are as follows:

1. Complete one form for **each** program and new option for **each** site location, even if the district is already offering the program at another site. Refer to the CTE FY2007 Program List for current CIP codes.
2. Complete **all** blanks in the Program Information area and check the appropriate boxes. Include all the option information if appropriate.
3. State your planned course sequence with projected implementation date and projected enrollment. **All state-designated program competencies must be delivered (Levels I, II and III).**
4. Record teacher information, if known. If not known at this time, indicate "To Be Determined".
5. Secure all required signatures in the signature section. If the teacher is unknown, the signature of a department head must be included.
6. The Superintendent's signature is required on the form.
7. Submit completed application with original signatures by April 1 to:

Jan Brite, Education Program Director
Career Pathways Team
Career and Technical Education
Arizona Department of Education
1535 West Jefferson. Bin 42
Phoenix AZ 85007

If you have any questions about developing new CTE programs, contact the appropriate Program State Supervisor. Additional information can be found in *The Handbook* April 2005 pages 205-212.

Agricultural Education	Dennis Fiscus	602.542.5356
Business Education	Janet Gandy	602.542.5046
Education Professions		602.542.4365
Family and Consumer Sciences Education		602.542.4365
Health & Community Service Careers	Janice Bilan	602.542.3374
Industrial Technology Education	Joe Epperson	602.542.5423
Marketing, Media and IT Education	Shea Padilla	602.542.5049

*Notification of Intent Form is available on-line at <http://www.ade.az.gov/cte/WhatsNew>.

**CAREER AND TECHNICAL EDUCATION
FY 2007 PROGRAM LIST**

Rank	CIP	2007 CTE Program List
1	51.1600	Nursing Services
2	52.0200	Business Management and Administrative Services
3	43.0100	Law, Public Safety and Security
4	43.0200	Fire Science
5	51.0800	Allied Health Services
6	15.1300	Drafting and Design Technology
7	15.1200	Information Technology
8	52.1900	Design and Merchandising
9	47.0600	Automotive Technologies
10	52.0800	Financial Services
11	46.0400	Construction Technologies
12	01.0100	Agricultural Business Management – Agriscience
13	15.0600	Industrial Manufacturing
14	52.0300	Accounting and Related Services
15	15.0300	Electronic Technology
16	01.0600	Horticulture
17	52.0900	Hospitality Management
18	52.1800	Marketing, Management and Entrepreneurship
19	12.0500	Culinary Arts
20	13.1500	Education Professions
21	48.0500	Welding Technology
22	13.1200	Early Childhood Education
23	12.0400	Cosmetology
24	01.0300	Agriscience
25	10.0300	Graphic Communications
26	10.0200	Radio/Television Technology
27	03.0200	Renewable Natural Resources
28	48.0700	Woodworking

NOTIFICATION OF INTENT

TO IMPLEMENT A NEW CAREER AND TECHNICAL EDUCATION PROGRAM—SCHOOL YEAR 2006-2007

Program Information

Contact Person: Email: Phone:

School: District: CTDS: Date:

Address: City: Zip: Program Physical Location:

New Program Name: CIP: Option(s) Programs with Options must specify which option(s) will be taught (i.e. A, B, C, D):

Will this program replace an existing program? ☐ Yes ☐ No Sunset Program Name: Sunset Program CIP:

New Option for Existing Program? ☐ Yes ☐ No Program Name: CIP: New Option(s) (i.e. A, B, C, D):

Affirm, by checking the appropriate boxes, that the following items are in place for the proposed program:

- ☐ Community needs have been assessed: data indicates that there are opportunities for students for employment or continued training.
- ☐ Sufficient enrollment, staff, and facilities are in place to implement this program.
- ☐ Local employers have been and will continue to be involved in the formation of this program.
- ☐ In addition to classroom instruction, this program will include work-based learning experiences.
- ☐ A student organization will support this program (check the appropriate box): ☐ DECA ☐ FBLA ☐ FCCLA ☐ FFA ☐ SkillsUSA ☐ HOSA

Planned Course Sequence

Courses listed below must deliver the entire set of state-designated program competencies:

Intended Grade Level	Course CIP per Handbook	Local Course Title	Implementation Date	Projected Enrollment	Teacher Name	Appropriate VTE/ CTE Certification
7-8						<input type="checkbox"/> Yes <input type="checkbox"/> No
9-10						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
11-12						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Signatures

We assure that this program will deliver state-approved Career and Technical Education program competencies, and that we will participate in all required reporting and data collection activities including student achievement for all program courses.

Teacher / Department Chair: _____ Date:

School Principal: _____ Date:

Local Vocational Director: _____ Date:

District Superintendent: _____ Date:

Please Submit One Form For Each New Program and Option at Each Site – No Later Than June 15, 2006 – Fax: 602-542-1849